



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Account Clerk
Posting Number	PN# 103928
Department	Houston Airport System
Division	Finance
Section	Accounting
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M – F *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs standard accounting tasks with moderate complexity within the Finance Division. Works under general supervision and in accordance with established procedures outlining the steps for various routine accounting processes. Reviews invoices and supporting documents for propriety and authorization, responds to vendors’ inquiries, prepares payment vouchers and posts cash disbursement entries to the system for payment of contracts, invoices, etc. May also perform various control procedures, transaction analyses, and assist with the taking and reconciling of fixed assets inventory. Other basic accounting activities include computer utilization, data encoding for system input, file and account balance maintenance, error/information research, adjustment or correcting entry processing and periodic report preparation.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, sit and/or work at computer terminal for extended periods; lift, pull or push physical objects and able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or G. E. D. Certificate.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of clerical accounting experience is required.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Completion of business school or bookkeeping courses; personal computer skills with good working knowledge of Windows XP based MS Office applications; cash handling and cash receipts balancing/reconciliation processes experience; and ability to actively assist with fixed assets inventory.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13	
\$965.00 - \$1,105.00 Biweekly	\$25,090.00 - \$28,730.00 Annually

OPENING DATE

APRIL 6, 2005

CLOSING DATE

APRIL 19, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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